



September 25, 2019

## 2019-2020 Public School District Desk Audit

### Purpose:

Public School Districts, working toward continuous improvement of instruction and student learning, assure ongoing compliance with state and federal legal requirements.

### Deadline:

December 15, 2019

### Submission:

K-12 Desk Audit information will be submitted through the [Consolidated Accountability and Support Application \(CASA\)](#) which is available through the [education portal](#).

### K-12 Desk Audit Requirements:

Item	Evidence	Law and/or rule	Example
Board Policies	Board Policy addressing Licensed Employee Qualifications Recruitments Selection	Iowa Code 279.13 281-IAC 12	*IASB Sample Policy 405.2
Board Policies	Licensed Employee Professional Development	Iowa Code 279.8 281-IAC 12.7 281-IAC 83.6	*IASB Sample Policy 408.1
Nondiscrimination Notice	Annual Notice including CTE areas offered by the district.	Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV-O and V.C.	<a href="#">Sample Annual Notice</a> (Page 3) Local Newspaper, publications or website.
Continuous nondiscrimination notice	Continuous Notice	Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV-O and V.C.	<a href="#">Sample Continuous Notice</a> (Page 4) Handbooks, announcements, newsletter
Elementary Program (Grades 1-6)	Health Matrix Schedule showing where Physical Education, Music, and Art are taught	281—IAC 12.5(3)	<a href="#">Health Matrix</a> Master Schedule grades 1-6
Junior High (Grades 7 and 8)	Health Matrix Schedule showing where Physical Education, Music, Art and Career Exploration are taught in each grade level	Iowa Code 256.11(4)	<a href="#">Health Matrix</a> Master Schedule grades 7-8

*Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A as enacted by Senate File 475. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.*

Item	Evidence	Law and/or rule	Example
High School Program (Required for districts serving students in grades 9-12)	Master Schedule for grades 9-12	281—IAC 12.5	High School Master Schedule (Grades 9-12) English-language arts, 6 units; social studies, 5 units; mathematics, 6 units; science, 5 units; health, 1 unit; physical education, 1 unit; fine arts, 3 units; world language, 4 units; and vocational education, 12 units
Attendance Center and Course Enrollment Data	Evidence of annual review of attendance center and course enrollment data disaggregated by race, national origin, gender, and disability for grades 9-12.	281—IAC 12.1(1)	Minutes of meeting Plan to address issues <a href="#">Attendance Center Course Enrollment Guidance</a>

\*The Iowa Association of School Boards (IASB) sample policies indicated below are provided as a reference only. While it is common to find districts that use this service from IASB, there is no requirement that a district do so. If a district does use the IASB samples, care should be taken to “localize” the content to assure alignment with district practices.

Areas to be reviewed with no additional uploads required:

- Calendar (No additional uploads required.)
- Unit of instruction for grades 9-12 is defined as 120 hours.
- Appropriate staff licensure (No additional uploads required.)

## Contacts:

Please contact the appropriate Iowa Department of Education School Improvement consultant with questions.

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